

The City of
Surprise, Arizona
Seeks An Experienced,
Energetic, Results-Oriented
Public Works Director



SURPRISE

ARIZONA

UNIQUE OPPORTUNITY

The rapidly growing City of Surprise, Arizona, located in the northwest quadrant of the greater Phoenix Metropolitan Area, is a city on the move. The City has experienced phenomenal growth, booming from a population of 39,000 in the year 2000 to its current population of

approximately 100,000, with a projected build out of 263,000 by 2020. This is a wonderful opportunity for an experienced public works professional to help shape the future of this dynamic community.

THE COMMUNITY

Surprise is 25 minutes northwest of downtown Phoenix along U.S. Route 60. Incorporated in 1960, the name "Surprise" came from Surprise, Nebraska, hometown of the City's founder, Homer C. Ludden. What was once a small farming village now encompasses 76 square miles, including urban and commercial developments, ranches and industrial parks. The City's planning area consists of 228 square miles—nearly half the size of the City of Los Angeles.

Diverse neighborhoods, a mixture of families and retirees, affordable and executive housing, an ample water supply, golf courses, a solid school system, and growing industrial base help to create for Surprise residents a very satisfying environment in which to live, work and play. At its center is the 180-acre, multi-award winning Surprise Recreation Campus. Completed in 2002 and named by Phoenix New Times 2004 as the "Best Place to see a Spring Training Game," the Recreation Campus is the Cactus League home of the Kansas City Royals and Texas Rangers, while also serving as the home base to a vibrant youth sports program and spectacular special events. Surprise is one of the Valley's most attractive cities for residential, commercial and industrial development. Over 70 percent of the City's residents are under the age of 65, making it one of the younger communities in the Phoenix area.

With an average of over 330 days of sunshine a year, Surprise offers a healthy indoor and outdoor lifestyle. There are more than 100 golf courses in the greater Phoenix area (including eight in Surprise), plus professional football, baseball and basketball teams as well as spring training facilities for major league baseball teams. Arizona State University in nearby Tempe provides numerous educational, cultural and athletic opportunities for area residents. Arizona State University West in Glendale, and Estrella Mountain Community College are each just twenty minutes from Surprise. Immediately adjacent to Surprise is the *Sundome*, which regularly hosts major entertainers and lecturers.



CITY GOVERNMENT

The City of Surprise operates under a Council/Manager form of government. The seven-member City Council is elected to staggered four-year terms. Each City Council member represents an election district, with the exception of the Mayor, who is elected at-large. It is the responsibility of the City Council to set policy.

The City Manager is appointed by the City Council. The City Manager serves as chief executive officer of the City organization. It is his responsibility to manage the organization and carry out the policies of the City Council.

The City Council is responsible for the appointments of the City Clerk, City Attorney and Municipal Judge. Surprise has 540 full-time employees, 740 total employees, and a total FY 2005-2006 budget of \$335 million.

The City's statement of values recognizes a commitment to citizens, integrity, community pride, professionalism, teamwork and mutual respect.

THE PUBLIC WORKS DEPARTMENT

The Public Works Director reports to the Assistant City Manager and oversees the following divisions: Vehicle Maintenance Division, Facilities Management Division, Streets Division, Street Light Improvement Districts, and the Sanitation Division. The Vehicle Maintenance Division provides services to the City's fleet of vehicles and equipment. The Facilities Management Division plans and directs the City's facilities asset management efforts (approximately 336,000 square feet of buildings and facilities), and plans and directs the facility capital improvement process. The Streets Division is responsible for the care and maintenance of dedicated pavement, sidewalks, and rights of way with the City. Street Light Improvement Districts were established by ordinance to provide a centralized location for the collection of taxes from properties directly benefiting from the District. The Sanitation Division provides sanitation and recycling/environmental services to the City, while working to manage waste disposal costs. The Public Works Director oversees a Department of 89 full-time employees with a Fiscal Year Operating budget of \$10.9 million and a Capital Improvements Plan budget exceeding \$24.8 million.



CURRENT ISSUES AND PRIORITIES

Some of the projects and priorities that will demand the immediate and near-future attention of the new Public Works Director include:

- Ongoing coordination in a growth oriented organization
- Supervision of an ever expanding staff in a rapidly growing environment
- Filling vacancies that currently exist in the department
- Budgeting and capital improvement planning
- Major projects as part of the 5-year, \$131 million CIP including the following current projects: design and construction of a 92,000 sq. feet public safety building; design and construction of a new, 150,000 sq. feet city hall complex; three fire stations being designed or currently under construction; potential construction of the Heard Museum West facility

THE IDEAL CANDIDATE

The ideal candidate is an experienced public works/engineering professional who has exceptional leadership, communication, and interpersonal skills and possesses broad experience in all areas of public works engineering and field operations and maintenance. A Bachelor's degree in civil engineering, public administration or related field is required, along with substantial engineering experience in a supervisory capacity as a department head or high-level assistant. Possession of a valid Arizona Driver's License is required. Registration as a Professional Engineer is highly desirable.

Expertise

The new Director will need to have the ability to work collaboratively within the City and with other local, state, and federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow through of projects to completion. While broad knowledge and skills covering all major areas of public works is assumed, the issues and priorities facing the City of Surprise demand particular, demonstrated expertise in the following areas:

- Project and construction management
- Plan and project review and approval process abilities for public works and capital improvement projects
- Practices and procedures related to the management and administration of a municipal public works department
 - Civil engineering methods, practices and procedures for municipal public works operations and functions
 - Budget development, justification, presentation and administration of municipal funds and grants
 - Knowledge of Federal, State and City rules, regulations, and guidelines related to occupational and regulatory requirements, reporting and practices
 - Methods, practices and procedures of road construction and maintenance, facilities management, vehicle maintenance, and sanitation

Additionally, the new Public Works Director should be experienced in strategic planning to develop plans and objectives to meet the long-range goals of the City Council. Successful candidates will have the demonstrated ability to effectively communicate and collaborate with a number of internal and external stakeholders, including the Mayor and City Council, the City management team, other department heads, consultants, contractors, public works staff, the county, area cities and districts, regulatory agencies, and the public.

Personality/Management Style

Other skills and traits that are required include:

- Innovative and creative
- High degree of integrity
- Customer service orientation
- Results oriented
- Flexible and adaptable
- Welcomes a challenge
- Politically sensitive and aware without being political
- A sense of humor
- Collaborative skills
- Outstanding communicator; able to tailor the message appropriately to the level of audience being addressed
- Willing and able to hold people accountable while simultaneously empowering them
- Exceptional organizational skills

COMPENSATION AND BENEFITS

The salary range for the Public Works Director position is **\$82,839 - \$109,347**. This range is currently under review. Appointment within the range will depend on the qualifications of the successful candidate. The City offers a competitive benefit package that includes:

- Arizona State Retirement System
- City contributes to health, dental and vision coverage for employee and dependents (fully paid for employee; significant City contribution for employee and family)
- Annual leave, eleven paid holidays and paid sick leave with year-end cash-out option





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- Tuition reimbursement up to \$1,800
- Voluntary ICMA 457 deferred compensation plan is available
- Life insurance
- Longevity pay following eight years of service
- Flexible spending account (IRS Section 125)
- Relocation assistance

APPLICATION AND SELECTION PROCEDURE

To be considered for this challenging and rewarding career opportunity, please submit your cover letter, resume, list of three work-related references and current salary by **Friday, January 6, 2006**. Resume should reflect years and months of positions held, as well as size of staff and budgets you have managed. Forward your materials to:

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a preliminary screening interview with the consultants by mid-January. The City will then select semi-finalists to participate in City interviews in mid-February. An appointment is expected in late February, after follow-up interviews with finalists and extensive reference/background checks to be coordinated with the candidates. For additional information about this opportunity please contact Stuart Satow.

Visit the City of Surprise website at www.surpriseaz.com

